CM/ECF Version 4.0



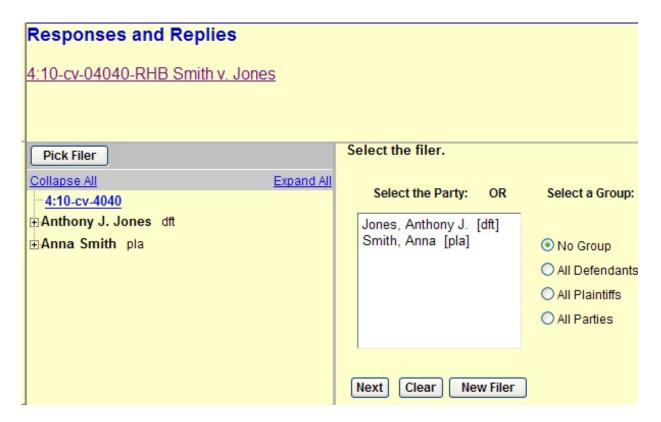
Users Guide for Attorneys

Information regarding seven notable changes in version 4.0 of CM/ECF are outlined below and include the following:

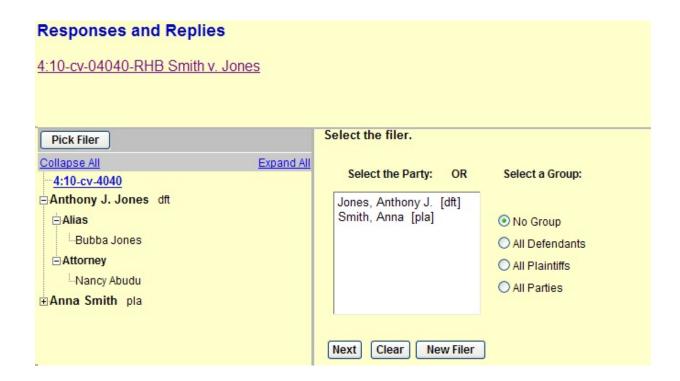
- Selecting a Filer
- Documents and Attachments
- Radio Buttons
- Email Notification
- Query
- RSS Feeds
- General Announcement Emails

Selecting a Filer

While the selection process remains the same, the system will now display a case participant tree in the left panel of the screen. The participant tree is displayed for reference purposes during docketing. All party selections will be made in the right pane:



Additional information regarding cases participants can be easily viewed by clicking the plus (+) sign next to a party name in the left pane. Alias and/or attorney information will then be displayed:



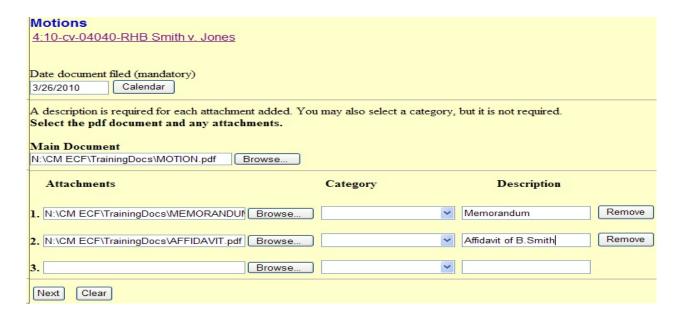
NOTE: If the right pane of the screen does not contain the party pick list, to bring the party pick list back to the right pane, you should click the **Pick Filer** button at the top left of the screen.

Documents and Attachments

The process of adding a main document and attachments during docketing has been streamlined to only require one screen, as shown below. The document upload screen changes dynamically based on the number of attachments added, and other actions taken by the user.



After browsing and selecting the appropriate Main Document, you should click the **Browse** button in the *Attachments* section to add the first attachment, if you have one. Once a PDF document is selected, you <u>must</u> enter a description for the attachment. As the process of adding an attachment is completed, a new row will appear so you can then add a second attachment, if necessary. Additional rows for additional attachments will continue to be added as needed. After you last attachment is added, the next row will be blank. You should leave the blank row and then click **Next**.



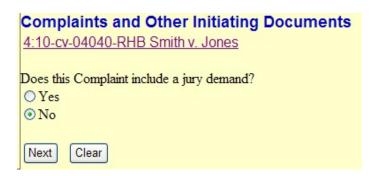
If an attachment needs to be removed, simply click the **Remove** button. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1, etc.

If an attachment file is incorrect and needs to be replaced, you should click **Browse** again for the attachment and load a different document.

If you click the **Clear** button after adding documents and attachments, the screen will be returned to the default state.

Radio Buttons

A new selection feature for answering some questions in CM/ECF is the use of radio buttons in a variety of both civil and criminal events. You must make a selection before continuing by simply clicking the radio button beside the appropriate response.

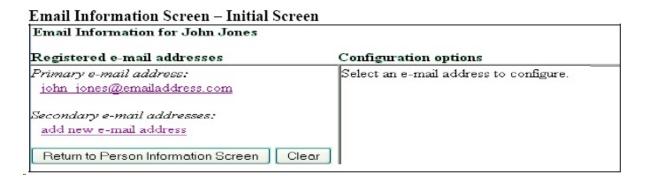


The answer you provide through the radio button is then included in the final docket text:

Complaints and Other Initiating Documents		
4:10-cv-04040-RHB Smith v. Jones		
Docket Text: Final Text		
AMENDED COMPLAINT with Jury Demand filed by Anna Smith.(NAK)		

Email Information Screen

The District of South Dakota allows attorneys to modify their email addresses and settings. The Email Information screen in Maintain Your Email (located under Utilities in the blue bar) has been modified to provide more streamlined functionality. Additional options are now presented to you. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. The initial / default state of the Email Information screen is shown below:



As you can see, the initial email information screen is divided into two panes. In the left pane, the primary email address and secondary email address(es), if any, appear as hyperlinks. When you click the primary or secondary email address hyperlink in the left pane, configuration options appear under the email address in the right pane.

Email Information for John Jones				
tegistered e-mail addresses	Configuration options			
rimary e-mail address: iohn_iones©emailaddress.com	john_jones@emeiladdress.com			
scondary e-mail addresses : add new e-mail addresse Return to Peison Information Screen Clear	Should this e-mail address receive notices? Ves No How should notices be sent to this e-mail address? Per Filing Summary Report In what format should notices be sent to this e-mail address? HTML Text			
	Show all cases for this e-mail address (Copy case lists from hore) Case-specific options			
	Add additional cases for noticing			
	These cases will send notice per filling. (default method)			
	4:09-cv-00001-DGK Jones v. Smith (Closed on 01/13/2009) - Representing Anne Smith			
	Remove selected cases Change selected cases to notice as a summary report			
	These cases will send notice as a summary report. (alternate method)			

The following is an explanation of each of the options that appear above:

Option	Description
Should this e-mail address receive notices?	For the primary e-mail address, the default is Yes. To disable the primary address, select No. If set to No, the primary e-mail address will not receive Notices of Electronic Filings (NEFs). We recommend that this setting always be set to Yes.
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If Per Filing, an e-mail will be sent for each individual NEF. If Summary Report, one daily summary e-mail notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: Should this e-mail address receive a "no activity" notice when no summary noticing occurs? If Yes, the Daily Summary Report e-mail will include the message "no transactions found for this time period" if no activity occurs in the cases for which the user is configured to receive summary notices. If No, then no e-mail will be generated when there is no activity in the cases.
In what format should notices be sent to this e-mail address?	Controls the format of the e-mails – either HTML or Text. HTML is the preferred format.
Show all cases for this e-mail address?	Displays a list of all of the cases for which the user is configured to receive NEFs.
Add additional cases for noticing	Allows users to add cases in which they are not an active participant, but would like to receive NEFs. There is no free look associated with these Notices.
These cases will send notice per filing. (default method)	An e-mail will be sent for each individual NEF.
These cases will send notice as a summary report. (alternate method)	One daily summary e-mail notice that lists all the filings for that day will be sent.

To receive NEF's in additional cases that interest you, go to the *Case specific options* section in the right pane and enter the case number(s) in the **Add additional cases for noticing** text field and then click **Enter** or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases).

To move cases from the default method list to the alternate method list, you should click the case number(s) in the primary list and then click the **Change selected cases to notice as a summary report** button (if summary noticing is the default method, then this button will be labeled **Change selected cases to notice per filing**). The cases will be moved to the alternate method list.

To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Delete selected cases** button.

In the following screens, only the bottom right portion of the Email Information screen is shown:

E-mail Information Screen – Case-Specific Options			
Before Moving Cases from Default	After Moving Cases from Default		
Method List to Alternate Method List	Method List to Alternate Method List		
Case-specific options	Case-specific options		
Add additional cases for noticing	Add additional cases for noticing		
These cases will send notice per filing. (default method) 7:08-0>00001-FJF Foley v. Devis 6:08-0=00001-LRL-FJF USA v. Johnson 3 4:08-0=00002 USA v. Beethoven	These cases will send notice <i>per fibing. (digitalit method)</i> 4:08-cr-00002 USA v. Beethoven		
Delete selected cases Change selected cases to notice as a summary report	Delete selected cases Change selected cases to notice as a summary report		
	These cases will send notice as a summary report. (alternate method)		
These cases will send notice as a summary report. (alternate method)	7:08-cv-00001-FJF Foley v. Dewis 6:08-cr-00001-LRL-FJF USA v. Johnson		
Delete selected cases Change selected cases to notice per fling	Delete selected cases Change selected cases to notice per fling		

For secondary email addresses, the additional question: Should this e-mail address receive notice for all cases in which this individual is a participant? appears in the Configuration Options section of the screen. You can answer Yes or No.

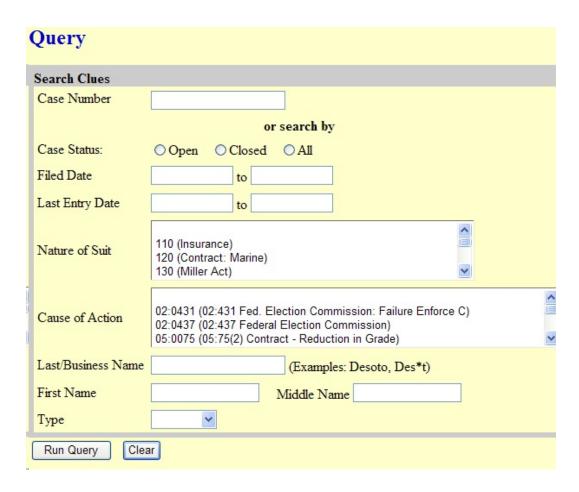
If you want to **change** the email address to a different one, you should immediately type the new address in the text field. *If you click anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.*

To **remove** an email address, you should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. You should remove the email address from the text field. If you click anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.

Query

The Query screen was modified to provide the following options to allow for more refined searching:

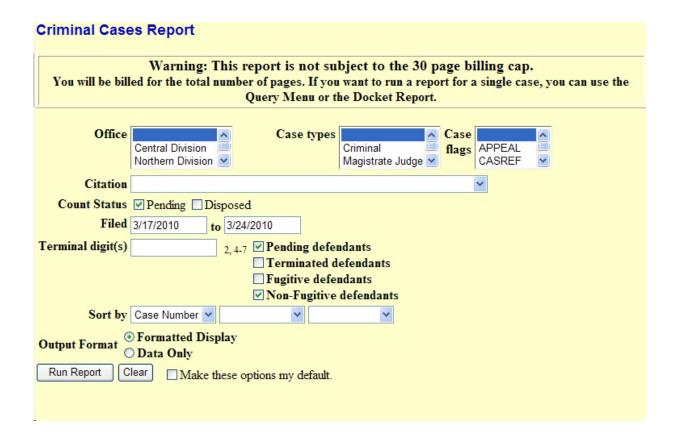
- A Cause of Action select list was added
- You now have the ability to search on a name in combination with case status, filed date, last entry date, Nature of Suit or Cause of Action



Queries now can be run by entering a case number or any combination of the following:

Case Status Nature of Suit First Name
Filed Date Cause of Action Middle Name
Last Entry Date Last/Business Name Type

Searches for criminal cases regarding specific offense codes continue to be available through the **Reports** menu / Criminal Reports / Criminal Cases and selecting the appropriate search criteria:



RSS Feeds

Really Simple Syndication (RSS) is a type of XML that allows internet browsers and other "feed readers" to display information from a website. PACER users can subscribe to RSS feeds so they will be notified every time content is updated on a particular site.

To allow for easier public access to specific data, CM/ECF now provides users with an RSS feed for notification with links to docket sheets and documents. Case-specific feeds will not be included. Instead, the feeds will be based on event types.

A standard RSS reader will not be provided with CM/ECF. Users must acquire, install, and configure third-party RSS reader software before they can use this feature in CM/ECF.

Court Information under Utilities will include the RSS feed available to public users.

Court Information				
Court Details				
Court's Name	District of South Dakota			
Software Version	CM/ECF-DC V4.0.2			
ECF Go Live Date	07/07/03			
Maximum PDF File Size	7.0 MB			
Maximum Merge Document Size	10 MB			
RSS Feed Docket entries of type: all	Last 100 entries - DCN			

General Announcement Emails

Courts now can send general announcement email messages to users with email addresses in CM/ECF. You can configure your email account with the option of "opting in" to these announcement email messages. However, even if you "opt out", the court can force the email announcement to be sent in situations where vital information needs to be distributed.